



Position: Finance Assistant

Employment Type: Full-time until December 2027

Location: Richmond, Virginia

Reports to: Finance Director

Start Date: May 2026

Responsibilities include (But Are Not Limited To):

The finance assistant is responsible for inputting, reporting and maintaining accurate and up-to-date campaign and finance data. They will work closely with the Finance Director, relevant consultants and the Campaign Managers performing duties including:

- Maintain donor designations excel worksheets
- Prepare research on prospective donors and fundraising activity
- Maintain campaign software and database reporting system, as well as detailed and current knowledge of all donor data
- Conduct donor follow-up, including chase calls and thank you notes
- Support caucus and candidate prospecting and cover call time, as needed
- Support the creation of staff and candidate training materials
- Staff and help in the planning and execution of caucus and member events
- Process accounts payable invoices and issuing checks
- Performs other duties, projects and responsibilities, as assigned

The Ideal Candidate Will Have:

- Believes in democratic values, principles, and support democrats and democratic candidates
- 1+ cycles of campaign experience (can include volunteer or intern experience)
- Proficiency in Google Docs, Sheets, Calendar
- Proficiency in NGP/VAN
- Proficiency in ActBlue
- Experience staffing/working with candidates/elected officials
- Familiarity with Virginia's campaign finance laws
- Strong writing and communication skills
- Ability to prioritize and balance competing demands
- Maintain a high degree of detail, integrity, discretion and confidentiality
- A commitment to building an inclusive and equitable team culture
- Excited by learning, training and collaborating with the caucus campaign team



Salary/Benefits:

- Salary is \$3,500 /month
- PTO available as approved by the Executive Director
- Medical, dental and vision insurance premiums 100% covered by the Virginia Senate Democratic Caucus

To apply, please email your resume, include two professional references and one writing Sample or cover letter to Nick@vasenatedems.com. In the subject line, include [FINANCE ASSISTANT].

Resumes will be reviewed as they are received and selected candidates will be contacted for an interview on a rolling basis. **This Campaign is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, genetic information, protected veterans, marital or familial status, sexual orientation, gender identity or expression, disability status, criminal record information (except where permitted under applicable law), or any other category prohibited by local, state or federal law.**